



ADMINISTRATIVE REVIEW TEAM

*An optional way to obtain education and assistance
Prior to formal land use applications*

Focus/goals: The Administrative Review Team (ART) is comprised of representatives from Routt County Planning, Building, Environmental Health, Road and Bridge, and other related agencies from other local, County, and State organizations. The purpose of the ART is to provide feedback to those considering submitting a land use application under the County Zoning and Subdivision Regulations. The ART is designed to be a no-cost or low-cost (creation of submittal information) method to obtain information from those organizations/agencies that might be involved in the processing or review of land use applications. Comments are provided by the team with the goal of helping the applicant put together a complete application and to discuss problems that may surface. The format of the ART is an informal exchange of information between the applicant and County staff. No decisions regarding the application will be rendered at the ART meetings (nor will the ART members discuss the likelihood of application approval – only input on compliance with standards or policies). The focus of the team will be to better prepare an applicant with regards to process and information required for Routt County administrative, Planning Commission, or Board of County Commissioners review.

The ART provides comments on specific information submitted. Once the requested ART review has been submitted following the steps below, staff will review and prepare comments. The amount, and quality of, information submitted is up to the applicant, however, with more detail submitted, the team members will be better prepared to offer quality input. Recommended submittal materials are project narrative, property location, proposed site plan (sketch), existing conditions, and other information on which the applicant would like to receive feedback.

How to submit: Go to the [Routt County Portal](#) and create an account. Once you are signed in, click 'Apply for a Planning Permit' in the Planning Department section. Select 'Administrative Review Team' as the project type. Then follow the steps to select the property location and to upload documents.

Meeting: The applicant will have the option to schedule an in person meeting to discuss any comments received and to ask questions.

Cost: No charge
